



**Council**  
21 November 2011

**Report from the Director of Legal and Procurement**

For Action

Wards Affected:  
All

**Changes to Part 3 of the Constitution: Contract Standing Orders**

**1.0 Summary**

1.1 This report proposes some minor amendments in relation to Contract Standing Orders concerning the procurement of works contracts.

**2.0 Recommendations**

Members are asked to:

2.1 Agree to amend the Constitution to incorporate the changes to Contract Standing Orders as shown at Appendix 1.

**3.0 Detail**

3.1 Amendments are being proposed to the Contract Standing Orders section of Standing Orders to reflect a revised practice in seeking quotations for Low Value Works Contracts. Low Value Works Contracts are those works contracts valued at between £20,000 and £500,000. By contrast, Low Value contracts for either supplies or services are contracts valued at between £20,000 and the EU tendering threshold for supplies and services, currently £156,442. For Low Value contracts, only three quotes need to be sought. The purpose of this amendment is to ensure that for works contracts above the value of £156,442, there is formal approval from the Director of Legal and Procurement as to whether a quotation process is appropriate. If approval is not granted then a full tender process will have to be followed. There is also a consequential amendment to the definitions section.

3.2 Accordingly Members are asked to approve the changes to contract standing orders set out in appendix 1 (shown as tracked changes to Standing Orders 82 and 86).

## **4.0 Financial Implications**

4.1 There are no financial implications arising from this report.

## **5.0 Legal Implications**

5.1 The legal issues are dealt with in the body of the report.

## **6.0 Diversity Implications**

6.1 There are no diversity implications arising from this report.

### **Background Papers**

*Brent Constitution*

### **Contact Officers**

Should any person require any further information about the issues addressed in this report, please contact Deborah Down on telephone number: 020 8937 1543, or email: [Deborah.down@brent.gov.uk](mailto:Deborah.down@brent.gov.uk).

**Fiona Ledden**

**Director of Legal and Procurement**